

**AUTHORIZATION FOR PARKING REGULATIONS:** Parking regulations are issued by the Office of Public Safety, Parking and Transportation Division. If you have any questions about your parking permit or the parking regulations, please call the office during regular business hours of Monday- Friday 8:00AM to 4:30 PM at (304) 696-6406 or 696-6648 or email [www.marshall.edu/parking](http://www.marshall.edu/parking).

**FIRST TIME PERMIT PURCHASE FOR EMPLOYEES:** will be issued by the Parking Office on 5<sup>th</sup> Avenue and 18<sup>th</sup> Street. Office hours are: Monday-Friday, 8am to 4:30 pm. Please have your employee ID with you.

**RE-NEW EXISTING PERMIT-** If you are an existing permit holder, **DO NOT throw away your current parking permit.** There is a 20.00 parking permit replacement fee. You will be sent a registered 2023-2024 renewal sticker to affix to your current permit. Parking permit sales are limited. Current permit holders may renew their existing parking permits beginning June 5, 2023. **EMPLOYEE : If you have payroll deduction for parking, your permit renewal sticker will be automatically sent to your department. DO NOT complete a new parking application.**

**EMPLOYEE SURFACE PARKING PERMITS-** Surface parking permits did not increase this year and still are \$85.00 valid until 12/31/2023 and \$170.00 valid until 06/30/2024. An employee surface-parking permit will allow you to park in any designated **M.U. Employee or General parking area on campus.** Spaces in these areas are **available to employees on a first-come-first-serve basis only. The availability of space is not guaranteed.** Employees are not permitted to park in the Student parking area if their assigned area is full.

**THIRD AVENUE GARAGE PARKING PERMITS** -- Garage parking permits for the Third Avenue Garage are available. Garage permits did not increase this year and are still \$135.00 valid until 12/31/23 and \$270.00 valid until 06/30/2024. **Garage parking permits are valid only in the 3<sup>rd</sup> Avenue Garage,** Garage spaces are available on a first-come-first-serve basis only. The availability of spaces is not guaranteed.

**HOME FOOTBALL GAME PARKING - MU parking permits are not valid in any of the parking lots or the 3<sup>rd</sup> Avenue Garage for home football game day.** Parking Permit holders must remove their vehicles from the stadium lots by 7:00 AM. The Athletic Department will tow all vehicles remaining in these areas at the owner's expense. All surface parking lots and parking garages for home football game day will have a charge for parking. Student vehicles may be relocated to the Student parking lots between 18th Street and 19th Street on 6th Avenue.

**WEEK GAME DAY PARKING** -- It is the policy of the Marshall University Office of Public Safety that during week game days, the Athletic Department does not charge any valid MU permit holder to park on the open surface lots or in the Third Avenue Parking Garage because of evening class sessions. Permit Parking is not allowed on Stadium lots during week game days or week-end game days.

**HANDICAPPED PARKING PERMITS--**Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. **Permit holders must also obtain an MU handicapped- parking Decal to affix to their regular MU parking permit.** You must attach a copy of your state issued handicapped registration card. The name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus. MUPD patrols the campus 24 hours a day and 7 days a week for illegal handicapped parking.

**PARKING ENFORCEMENT**— Permit parking is enforced on campus from 7:00 AM to 7:00 PM, Monday through Thursday and 7:00 AM to 4:00 PM on Friday. All other violations are enforced at all times. After 4:00 PM employee and student parking permits are valid in all M.U. parking areas regardless of designation. You will receive a complete set of parking rules and regulations and a map of campus parking areas with your permit. Please familiarize yourself with the regulations and parking area locations. You must notify the Parking Enforcement Office of any changes in your registration or vehicle.

**Parking permits are not transferable. DONOT SHARE YOUR PARKING PERMIT WITH ANYONE.** The person registering a vehicle is responsible for all citations issued to that vehicle and/or any other vehicle displaying their parking permit. Three or more unpaid parking citations will result in a financial hold being placed on an employee's record. After 10 or more unpaid citations have accumulated, the vehicle may be immobilized or towed at the owner's expense. Vehicles displaying an altered or forged MU parking permit are impounded immediately and criminal charges may be pursued. Financial holds and/or boots will not be removed until all outstanding fines are paid.

**ARRIVE ALIVE:- DRIVE SAFE! DRIVE SOBER!**



# 2023-2024 EMPLOYEE PARKING PERMIT

FILL OUT THIS APPLICATION TO PURCHASE YOUR FIRST TIME PERMIT AT THE PARKING OFFICE (5th Ave & 18th Street)

**RENEW YOUR PERMIT AT THE OFFICE OF THE BURSAR IN OLD MAIN**

**YOUR PARKING PERMIT WILL EXPIRE JUNE 30, 2023.**

**Employees parking on campus during the summer must renew/purchase permits by June 30, 2023 to avoid receiving citations**

### Personal Information (please print)

Last Name	First Name	M.I.	<b>MUID</b>	
Department	Building	Room #	Campus Phone	
Home Address Street	City	State	Zip	Phone with Area Code
E-mail Address	<b>Current Permit#</b>			

### Vehicle Information

	License Plate Number	State	Color	Vehicle Make	Vehicle Model	Year
Vehicle #1						
Vehicle #2						

### Parking Permit Fees (Check the appropriate amount of your parking permit)

Half Year                       Whole year  
**HALF year permits July 1, 2023 - December 31, 2023:**                      **FULL year permits July 1, 2023 - June 30, 2024**

SURFACE PERMIT	<input type="checkbox"/>	\$85.00	<input type="checkbox"/>	\$170.00
THIRD AVENUE GARAGE PERMIT	<input type="checkbox"/>	\$135.00	<input type="checkbox"/>	\$270.00
Smith Hall Garage Permit (Assignments to this area are based on seniority)	<input type="checkbox"/>	\$135.00	<input type="checkbox"/>	\$270.00
6th Avenue Parking Garage ( <b>PAYROLL DEDUCTION ONLY</b> )	<input type="checkbox"/>	30.00p/month	<input type="checkbox"/>	30.00p/month
EVENING PERMIT (For classes AFTER 4:00PM, only)	<input type="checkbox"/>	\$55.00	<input type="checkbox"/>	\$110.00
<b>TOTAL AMOUNT OF PAYMENT</b>				

### Check here for MU Handicapped Parking Decal

Vehicles parked in any designated handicapped space on campus must display a valid MU parking permit in addition to a state issued handicapped parking placard or license plate. Permit holders must also obtain a MU handicapped parking decal to affix to their regular MU parking permit. When selecting this option, you must provide a copy of your state issued handicapped registration card. The name on the registration card must correspond with the name on this application before the MU handicapped decal will be issued. Permits are valid in any designated handicapped parking space on campus.

### Methods of Payment

Payroll deduction (New enrollees ONLY) <input type="checkbox"/> MURC <input type="checkbox"/> Marshall <input type="checkbox"/> 9 month employee <input type="checkbox"/> 12 month employee <i>By my signature below, I authorize the corresponding monthly payroll deduction for my annual parking permit</i>
Check: Make Checks payable to Marshall University.                      Check#
<input type="checkbox"/> Cash : (Cash payments must be made in person. DO NOT send cash through the mail)
Credit Card : <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> VISA

X

Employee Signature (required to process application)

Date

### Office of the Bursar Use Only

Permit#	Validation #	Exp
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### Parking Office Use Only

Verified by:	Permit#	Validation#	Expiration	Date Issued	Comments

**\*\* DO NOT WRITE YOUR CREDIT CARD INFORMATION ON YOUR PARKING APPLICATION. CREDIT CARD PAYMENTS MUST BE MADE IN PERSON OR ONLINE AND WILL NOT BE PROCESSED WITH CARD INFORMATION WRITTEN ON THE FORM.**